How to Configure a MAC for Outlook

Information Technology

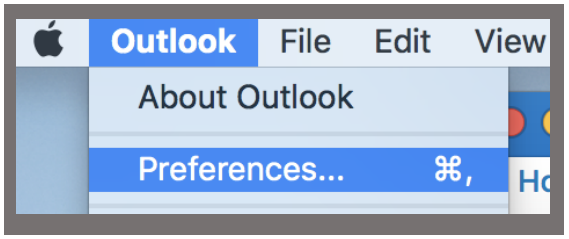
VANDERBILT UNIVERSITY

MEDICAL CENTER

Outlook 2016 Configuration (MAC)

1. Open Outlook

2. Click on **OUTLOOK**, at the top left, and select **PREFERENCES**



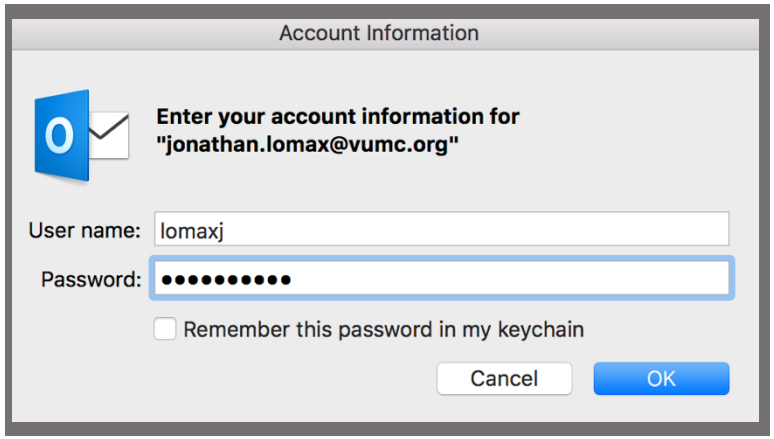
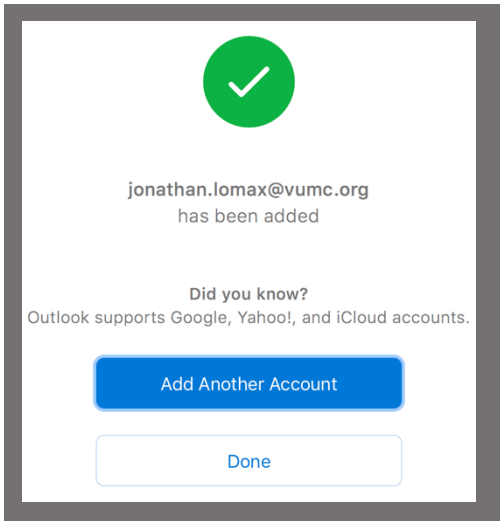
3. Under **PERSONAL SETTINGS**, click on **ACCOUNTS**

4. Click on **ADD EMAIL ACCOUNT**

5. Enter your **EMAIL ADDRESS** and click **CONTINUE**

6. If Outlook was recently installed, you will receive a certificate pop-up. Click on **CONTINUE**. If you didn't receive the pop-up, continue to step 7.

7. Enter your **VUnetID/PASSWORD** and then click **OK**



8. Click **DONE**, after the email account has been added